DIRECTIVE FOR IPA HOUSES

The basis for this Directive is Article 20 of the International Statute and Article 4.5 of the International Rules. It shall apply only to properties that an IPA Section wishes to be recognized as an official IPA House and those that have already been recognized as an official IPA House.

1. A National Section shall be entitled to own, purchase, rent or lease any property designated to serve as an 'IPA House'.

2. IPA Houses are to be utilised primarily for the benefit of IPA members and their families, providing overnight accommodation, holiday accommodation and/or meeting venues.

3. The designation of any premises as an 'IPA House' is the responsibility of the respective National Sections.

   It is mandatory that any property designated to serve as an 'IPA House' must comply with the International IPA Standards contained within this document, prior to approval by the National Section.

   As soon as a National Section has approved an IPA House, a certificate signed by the National President and Secretary General of the Section concerned shall be forwarded to the International Secretary General.

4. Each approved IPA House shall be denoted by the Official IPA House Plaque. The initial House Plaque to be supplied by the PEB. The Plaque should be prominently displayed on the exterior of the building. The cost of any additional Plaque(s) to be borne by the respective National Section.

   When an approved IPA House, which has already been awarded the International House Plaque, ceases to operate as an IPA House, for whatever reason, it shall be the responsibility of the National Section to repossess the said Plaque(s) and return it to the International Secretary General.

5. The following dwellings may be designated as IPA Houses:-

   i) Houses (detached or semi-detached)
   ii) Apartments or flats
   iii) Chalets
   iv) Mobile Homes
   v) Houseboats
   vi) Any other building, such as an office, provided that there is overnight accommodation for IPA members.

   All IPA Houses shall have the following minimum facilities:

   a) Living Room
   b) Bedroom(s)
   c) Fully equipped kitchen
   d) Bathroom / Shower with hot and cold water
   e) Toilet

The rooms and facilities of the house shall be at the sole disposition of the guests.

6. Each National Section shall be responsible for the various IPA Houses within the Section. National Sections may draft their own rules concerning the management and operation on their 'IPA Houses', provided that such rules do not conflict with the conditions contained in this document.

   National IPA House Rules shall be forwarded by the Secretary General to the International Secretary General for transmission to International Social Commission and ratification of the PEB.

7. National IPA House Rules shall be displayed in each bedroom as well as in the living quarters of each IPA House.

8. It shall be the responsibility of the National Section to inform the International Secretary General with regard to any newly approved IPA Houses, as follows:-

   (i) A description of the property, number of rooms, type of rooms and the number of beds in each bedroom (indicating type - double beds or twin (single) beds).

   (ii) The location of the premises, facilities and tourist attractions in the general area.

   (iii) A map of the country and one of the local area shall accompany the report, in each case, the house shall be appropriately indicated thereon.

9. All IPA Houses shall operate on a non-profit basis, with any surplus accruing therefrom, after all expenses have been paid, to be used exclusively to cover:-

   - Maintenance
   - Renovations
   - Equipment repair and/or
   - Equipment replacement
   - Extensions of the existing premises or
   - Upgrading of facilities.

10. Charges to be levied on individual members who avail of overnight IPA accommodation shall be published. These rates should be the complete cost, including all essentials. Where bed linen is not supplied, it shall be indicated at the time of confirmation of booking.

11. Each National Section shall be responsible for the administration and operation of all its IPA Houses. Day to day responsibility may be delegated to Regional level while financial control remains the responsibility of the respective National Section.

12. Each National Section shall be responsible for the Insurance Cover for each IPA House under its control. Consideration shall be given to the following categories of cover:-

    (i) Fire, storm, (ii) Burglary, (iii) Public Liability, (iv) Calamities

Particulars of the Insurance shall be published, specifying the extent to which different types of damage are covered.

13. Safety arrangements shall be provided for by the respective National Section, catering for fire extinguishing equipment, smoke detector, emergency exits, etc. In each case they shall conform to the National Standards, regulations and/or legislation of the respective country.

14. Safety Regulations shall be prominently displayed in all IPA Houses, such notices to appear in the four official IPA languages, namely English, French, German and Spanish as well as in the local language.

15. Each National Section shall display a list of essential telephone numbers and addresses of the following:-

    i) Emergency Services - Fire Service, Police, Ambulance, Doctor(s), Hospital, Pharmacist.

    ii) IPA Contacts - The IPA House Manager/Caretaker, Chairman and Secretary of the local IPA Regional and Branch Committee.

16. Each IPA House shall have basic minimum equipment appropriate for its geographic location. Every effort should be made to furnish the house in a manner so that IPA House guests are afforded reasonable comfort.

17. A description of the accommodation and its facilities shall be published in the IPA International Guide and on the IPA House Website.

18. Premises which do not fulfil the above criteria cannot be approved as IPA Houses. If a National Section is of the opinion that any existing IPA House within their Section has fallen below the above criteria, they can remove its status as an 'official IPA House'. The PEB shall also have the right to withdraw the official status of an IPA House that falls below standard and where the National Section fails to act appropriately.

19. This Directive was adopted by the 18th IPA World Congress, Slovenia and came into force at the close of conference on 22 September 2006.